

## **BounceBack RFP Pre-Bid Conference**

### **Questions and Answers**

#### **Where do we turn in proposals?**

If you turn it in after 4:45 PM on the day it is due (Friday, July 27), then someone will be downstairs to collect it from you until 5:00 PM. If you deliver it before that time, bring it to the SLATE Downtown Offices on the 3<sup>rd</sup> floor and give it to reception. No proposals will be accepted after 5:00 PM (not even 5:01 PM).

#### **Are you using bioscience language to limit it Monsanto-type jobs?**

Monsanto-type jobs are certainly in the mix, where agriculture bioscience is concerned, but bioscience is in many areas. You could even have bioscience jobs in healthcare, IT, etc.

#### **Is this to just serve St. Louis residents?**

No, you can serve the entire St. Louis metropolitan area, including IL.

#### **Is there an amount you can give us to bid?**

We want each organization to give us their costs. Each organization will be different in deciding how many people it will take to do the job, where the events will be held and many other variables that would go into the budget. We want to see what each organization can offer. You will bill out based on those variables. Budget negotiations may occur after all bids are in, if not in line with available funding.

#### **How many people are to be served?**

220 people is what the grant states. However, there is a larger group of thousands of dislocated workers looking for general opportunities (not specific to bioscience).

#### **Who do the grantees report to?**

Frank Alaniz will be the go-to person for the programmatic side of the grant, with an accountant in fiscal (yet to be named) for the financial reporting.

#### **Where would the events take place? Where could we hold sessions?**

While we would like to see each organization provide their own space, SLATE can assist in finding venues, including meeting room space on the first floor of 1520 Market Street (SLATE's location).

#### **Can we have the list of "99'ers"?**

No, but we can help the winning bidder outreach to them at the appropriate time. You will receive assistance from SLATE staff.

**What do we report on?**

Grantees report on what you did, who was present, proof of jobs.mo.gov registrations, etc. We need documentation that you delivered all elements of the RFP within the time frame (one year).

**Do we have to relationships with the bioscience industry? Can SLATE give us introductions?**

We want you to tell us who you currently have relationships with, and hope that you reach out to companies/entities in the bioscience area. The winning bidder can be introduced to additional bioscience industries in the course of the grant period for more information and assistance. But, initially, we want to see what each organization brings to the table.

**How many people would you say we should hire?**

It is up to each organization to determine how many people they feel it will take to accomplish each of the tasks set forth in the RFP. For some it may be 2-3 people, others may use 1 or even 10 people.

**Are participants eligible for other resources, or supportive services?**

Yes, if they are registered customers of the Missouri Career Centers. Supportive service funding is available to all registered customers based on need and other factors.

**Who will do the Toolbox registrations for participants?**

SLATE staff will input Toolbox registrations and information.

**Are there any page guidelines for the proposals? Any set number of pages, particular fonts, sizes, etc.?**

No, we did not specify any parameters in this RFP, as we have done with other SLATE RFPs. It is up to each organization to give us whatever information they can, using the inclusions guidelines on page 4 of the RFP.

**Will there be public relations or any outreach done by SLATE to draw in customers?**

It is up to each organization to determine how they will reach out to participants. Winning bidders will be given additional outreach assistance once the award is given.

**When will this contract start?**

Because of the many steps we have to take to receive proposals, have them reviewed, and pass through the City's contracting process, it could be as late as mid-October. We would like it to start September 1, but it may be later than that. Base your proposals on September 1 through August 31, as stated in the RFP.

**What is range of age for the target population? 25+****How many customers does the WIB project to serve during the first year? 220+**

**Are services going to be provided at one-stop?** Not required for the sessions to be onsite

**Is rent required to be paid at one-stop?** No

**Is the service provider required to purchase any type of equipment, furniture, etc... for classroom?** No

**Who is the incumbent?**

There is no incumbent, but other individuals have provided similar services—no one group.

**How long has the incumbent been providing the services?**

Similar services have been provided for 2-3 years, off and on

**Is the incumbent currently meeting the WIB's goals?** Not applicable

**How many staff does the incumbent have to provide the services?**

2-3 depending on program requirements

**What is total amount of funding available for the services?**

We don't have an exact dollar amount to give you. We are looking for adequate services, with most of the costs being in the form of wages, some supplies, and any various expenses you may incur.

**Does the WIB allow G&A? Is there a cap?**

General and administrative costs are allowed by the WIB with a maximum of 10%.

**Does the WIB allow fee? Is there a cap?**

No fees may be charges to participants.

**What are the current Nitty Gritty Workshops in place?**

Workshops are based on the award of the RFP—no current workshops are offered.

**Where are the workshops provided?**

Workshops are to be held at designated locations as provided by the RFP provider.

**What outreach is in place for the "99ers"?**

St Louis Job Angels, Go! Network and CEN networking groups.

**Are there additional costs for provision of services such as leases, costs of assessments etc.?**

This particular RFP would like bidders to spend funds primarily on staffing and supplies, with some funding for other minor expenses necessary to the fulfillment of the contract.

**Are there any current employer partnerships and if so what are they?**

Bio St. Louis Grant Partnership

**What are the qualifications for current mentors?**

Career Strategist, Social Networking professionals and Resume/Interviewing experts.

**Where will these programs and services be held?**

That is up to the bidding organization. SLATE may assist with space in its building, or other venues.

**What training equipment (flipcharts, white board, projectors, etc.) will be available onsite?**

If the bidder does not have their own supplies, they can be put in the budget as part of the proposal and/or items SLATE may have available.

**When you indicate, “Provisions include setup, program delivery, and take-down”, what do they setup and take-down portions entail?**

Setup includes bringing materials to the meeting space, arranging any furniture, setting up technical equipment, etc. Take-down means ensuring the materials and equipment brought are packed up and the room is put back in order, etc.

**What is the maximum number of participant allowed in the Nitty Gritty Workshops?**

There is no maximum number of participants allowed. The provider will set the goals of each workshop to attain the required total number of participants for the program year.

**Regarding the Mentor Program, are the 20 hours per month per individual or a total for all participants?**

The 20 hours per month reflects what we are looking for a staff person to work, to cover any/all participants needing mentoring.

**Regarding the Long-Term Unemployed Program, are the 10 hours per event to be completed in one business day or divided among several days?**

The event can be divided among several days, to the choosing of the bidder. Note: The 10 hours include setup and take down of the event. The event maybe six hours total for the participants allowing 2 hours setup and 2 hours takedown for the facilitators.